




OFFICE OF BUDGET AND MANAGEMENT  
CITY OF CHICAGO

MEMORANDUM

TO: Commissioners and Department Heads

FROM: Susie Park  
Budget Director 

RE: Restricted Hiring

DATE: August 20, 2019

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As you are all aware, the City is facing a large budget deficit next year. In advance of upcoming discussions regarding reductions that will be required for the 2020 Budget, effective immediately and until further notice, the Office of Budget and Management (OBM) is implementing a hiring freeze across all funds, including grants. The hiring freeze is applicable to all departments and positions.

All previously approved A-Forms will be suspended with the following exemptions:

- For positions that require an interview – if interviews have been scheduled or held as of the date of this memo, departments may proceed with the hire, pending approval by both DHR and OBM.
  - No new interviews should be scheduled after today.
- For positions that do not require an interview – if an offer has been made as of the date of this memo, departments may proceed with the hire, pending approval by both DHR and OBM.
- Priority positions that directly affect the health and safety of the City's residents may proceed, pending approval by both DHR and OBM.
- Reinstatements, as required.

Departments must submit to their respective Budget Analyst and Deputy Budget Director, a list of those positions that fall under any of the exemptions listed above with a justification for consideration to move forward with the hire. Upon written approval from both DHR and OBM, departments may proceed with the hire.

In addition, no new A-Forms will be approved for the remainder of 2019. Any additional exceptions to this policy will be reviewed by OBM on a case-by-case basis.

Please do not hesitate to contact me if you have any questions. Thank you.

Cc: Soo Choi, Commissioner, DHR